COBRA Review Event Summary Page Overview

This Job Aid provides an overview of the **COBRA Review Event Summary Page** layout. This page displays the employee's COBRA election information including the Plan Status, Event Process Status, Event Qualification Status, Initial Event Status, and Date Information, as applicable.
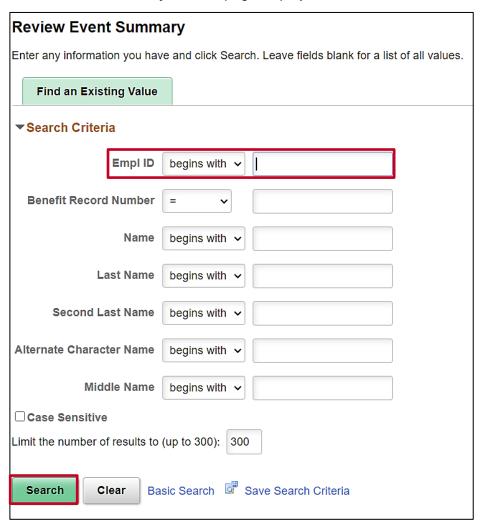
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Overview of the COBRA Review Event Summary Page

The **Review Event Summary** page will be accessed through the **Administer COBRA Benefits** tab to track the status of the plan, event, and date information.

1. Navigate to the **Review Event Summary** page using the following path:

    Benefits > Administer COBRA Benefits > Review Processing Results > Review Event Summary

The **Review Event Summary Search** page displays.

Review Event Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID	begins with ⌄	
Benefit Record Number	= ⌄	
Name	begins with ⌄	
Last Name	begins with ⌄	
Second Last Name	begins with ⌄	
Alternate Character Name	begins with ⌄	
Middle Name	begins with ⌄	

☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search	Clear	Basic Search	🔲 Save Search Criteria

2. Search for the applicable employee. Enter the Employee ID or known portion of the Employee ID in the **Empl ID** field.

    Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee.
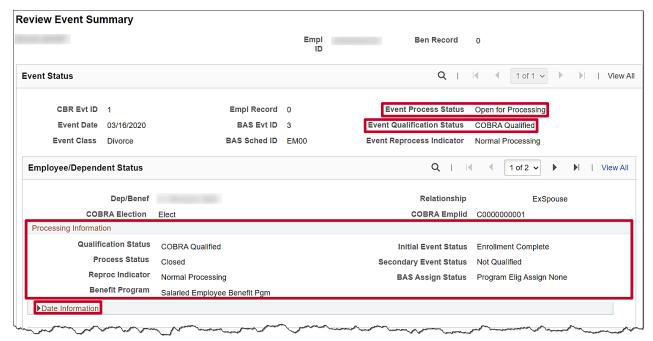
3. Click the **Search** button**.**

4.   If multiple employees match the search criteria entered, the search results will display in the bottom portion of the page and you must click the **Empl ID** link for the applicable employee. If not, proceed to Step 5.

The **Review Event Summary** page displays.

5.   Review the following fields:

    a.   **Event Process Status** – "Open for Processing" or "Closed for Processing"

    b.   **Event Qualification Status** – "COBRA Qualified" or "Not COBRA Qualified"

    c.   **Qualification Status** – **"**COBRA Qualified", "Not COBRA Qualified", "Qualified Pending", or "Unprocessed"

        Note: "Unprocessed" displays if COBRA has not yet run.
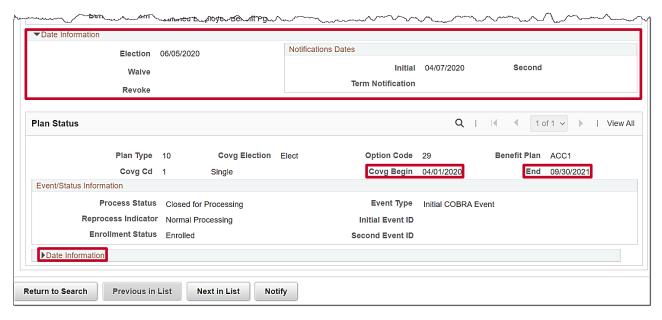
    d.   Remaining fields within the **Processing Information** section, as applicable

6.   Scroll down as needed and click the **Expand** icon to the left of the **Date Information** heading within the **Employee/Dependent Status** section.

The **Processing Information: Date Information** section displays.

7. Review the following fields within the **Employee/Dependent Status: Date Information** section:

    a. **Election** – The date the employee/dependent chose to elect coverage, if applicable

    b. **Waive** – The date the employee/dependent chose to waive coverage, if applicable

    c. **Revoke** – The date the employee/dependent revoked their election, if applicable

    d. **Notification Dates: Initial** – The date the initial COBRA Letter was mailed to the employee/dependent

    e. **Notification Dates: Second** – The date the subsequent COBRA Letter was mailed to the employee/dependent (if the employee/dependent experienced a Secondary Event)

    f. **Term Notification** – The date the Termination Letter was sent, if applicable

8. The **Plan Status** section is where the Benefit Administrator can see the coverage elected by the employee. Review the following fields within the **Plan Status** section:

    a. **Covg Begin** – The date COBRA coverage begins

    b. **End** – The date COBRA coverage ends

9. Click the **Expand** icon to the left of the **Date Information** heading within the **Plan Status** section.

The **Plan Status: Date Information** section displays.

10. Review the following fields in the **Plan Status: Date Information** section:

    a. **Elect** – The date the coverage was open for election, if applicable

    b. **Elect End** – The final date for the employee to elect coverage, if applicable

    c. **Waive** – The date the employee waived coverage, if applicable

    d. **Revoke** – The date the coverage was revoked, if applicable

    e. **Term Date** – The actual date the COBRA coverage terminated, if applicable

    f. **Termination Reason** – The reason the coverage was terminated, if applicable

11. Once the review is complete, click the **Return to Search** button.